



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	Regulatory Supervisor
Posting Number	PN# 106012
Department	Fire Department
Division	Finance & Administration
Section	Permits
Reporting Location	1205 Dart
Workdays & Hours	M – F, 8 a.m. – 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Reviews, interprets, recommends changes, and implements division policies and procedures.
Maintains inventory of City vehicles assigned to department personnel.
Maintains an inventory of supplies issued to Regulatory Investigators.
Represents city in license and permit denial hearings.
Directs and supervises activities of Regulatory Investigators.
Maintains records and results of permit compliance visits.
Works with business owners and the public to achieve total compliance with Fire Permit Ordinance through education and oversight.
Researches and identifies businesses and areas which may not be in compliance with the Fire Permit Ordinance.
Maintains proficient knowledge of all applicable Fire Permits and the compliances for all categories of businesses.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., and essentially normal office environment with acceptable lighting, temperature and air conditions. The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a related Associate’s degree or the equivalent.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of experience in transportation licensing/regulation, or a closely related field are required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas driver’s license and be in compliance with the City’s policy on driving (AP2-2).

PREFERENCES

Good written and verbal communication skills. Good customer relations’ abilities. Computer literate.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 20</u>	
\$1151.00 - \$1574.00 Biweekly	\$29,926.00 - \$40,924.00 Annually

OPENING DATE

July 27, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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